Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services. CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☐ UNCLASSIFIED	Agency Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. K0231768	10. Budget Program Number		Position Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Applications Development Supervisor			
3. Division HS-EBIT		12. Proposed Class Title			
4. Section Application Development	For	13. Allocation			
5. Unit Application Development CSS & EES-KMIS	Use	14. Effective Date			
6. Location (address where employee works) City: Topeka County: Shawnee	By	15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular	Personnel	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 0800 AM To: 5:00 PM	Office	17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?
Name Jason R. Koehn   Title Director, Information System   Position Number K0206377

Who evaluates the work of an incumbent in this position?
Name   Same as above   Title   Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Employee has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes
b) Assignments are given in the form of overall objective for business outcomes.
c) Assignments are given by the director of application development via written communication, verbal communications, and in status sessions held.

21. Describe the work of this position <u>using the page or one additional page only</u>. (Use the following format for describing job duties):

    What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action
    being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

    Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the %
    of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to
perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		The person in this positon has access to protected health information (PHI) under the provisions of the Heath Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement. In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.
1 – 35%	E	Participate and be responsible for project planning in his/her area of responsibility. Deliver work that is on time, within budget and that meets the business area deliverables agreed upon in the business gathering phase of the work effort. Deliver excellent customer service by providing systems and services that meet or exceed the business area needs. Work with the business area, including the assigned business analyst, to prioritize and execute the work requests and problem reports with the resources allocated to the area.
2 – 30%	E	Responsible for the CSS and KMIS Systems implementations, support and system administration. Includes planning, executing and implementing the projects, service requests and ongoing support of these systems for the CSS and EES-KMIS areas. Work with the business area to execute the implementations with quality that is on time and within budget. Works with the business areas, and IT (BSA's, testers, Infrastructure) to create and set the strategic direction (road map) for the IT systems in support of DCF. Prioritize and manage the execution of the project and work requests. Support with the resources allocated to the area. Lead any staff augmentation efforts. Ensure essential services are maintained and quality support is provided.
3 – 25%	E	Provide leadership, direction and guidance to associates in his/her area as needed. Prepare reviews and evaluate work of subordinates and prepare HR performance reports. Confer with and advise staff in administrative policies and procedures, technical problems, priorities and methods. Complete timesheets, update work plans and attend staff meetings.
4 – 10%	E	Participate in department meetings and is responsible for success of all projects in the applications development area. This responsibility will help promote the sharing of resources when necessary and when it is in the best interest of HS-EBIT or the DCF Agency.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
    ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
    (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
    ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Jeff Franczak	Application Developer III	K0060254
Dwayne Dupree	Application Developer III	K0063061
Robin Mathews	Application Developer III	K0070623
Anita Hockman	Application Developer II	K0109972
Joyce Harden	Application Developer I	K0095469
Linda Smith	Application Developer I	K0059753

23. Which statement best describes the results of error in action or decision of this employee?

( ) Minimal property damage, minor injury, minor disruption of the flow of work.

(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.

( ) Major program failure, major property loss, or serious injury or incapacitation.

( ) Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Who	How Often	Purpose
Staff Developers	Daily	Work Assignments and Status
Fellow Supervisors	As needed	Support and collaboration
Director	2 times/week and As needed	Support and status updates
Other ITS Staff	As needed	Collaboration
Developers,Tools,DBA Group,Server Team,Security,ect….		
Project Management Group	As needed	Coordinate projects (status)
Business Analyst Group	As needed	Coordination of project, work requests, and clarification on business requirements
Testing Group	As needed	
Business Users	Monthly and as needed	
Vendors/Contractors	As needed	
Federal Partners	As needed	

25. What hazards, risks or discomforts exist on the job or in the work environment?

N/A

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of Laptop, Printer/Copier

PART III - To be completed by the department head or personnel office

27. List the <u>minimum</u> amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Successful completion of 24 hours in computer science coursework or certification and four years' experience coding, testing, and debugging application programs or five years' experience coding, testing, and debugging application programs. Education may be substituted for experience as determined relevant by the agency."

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge/experience of programming languages and databases such as .Net, Cool:Gen, Natural, COBOL on a mainframe operating system with JCL as the job control language and databases such as DB2, ADABAS, SQL, or Oracle Work experience in an Information Technology environment is a plus.

Experience - length in years and kind

Minimum three to five years' work experience at an advanced level in programming, system/program analysis and systems/database design.

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28. **SPECIAL QUALIFICATIONS**
   State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

_____   _____
Signature of Employee   Date   Signature of Personnel Official   Date

Approved:

_____   _____
Signature of Supervisor   Date   Signature of Agency Head or   Date
                                               Appointing Authority